



## **General Regulations & Rules of Conduct**

Adopted by the Board of Trustees, November 29, 2006

The Law Library is intended for use by persons engaged in law-related research. Persons not engaged in reading, studying or using library materials shall be required to take their belongings and leave the building. Anyone whose conduct poses a threat to the safety of Library patrons or staff shall be removed and excluded from the Library.

### **ALL PERSONS WHO ENTER THE LIBRARY SHALL:**

- Agree to comply with all established procedures, regulations and rules of conduct. Failure to comply may result in removal and suspension from the Library.
- Obey all laws while they are in the building and on the premises.
- Enter and exit through the 3<sup>rd</sup> Floor security gate, except in an emergency. Any person who attempts to leave through another exit, in the absence of a threat to public safety, may be detained and must submit to a reasonable search by a Library employee. If the security alarm sounds when a person attempts to exit through the gate, s/he must return to the Public Services Desk so that Library employees can ensure that all materials in the person's possession were properly handled during check-out.
- Keep their personal belongings with them at all times.
- Keep within areas open to the public: Floors A, 3, 4 and 5.
- Make every effort to maintain a quiet atmosphere, and use cellular telephones only in a manner not disturbing to other persons.
- Supervise and monitor the behavior of an accompanying child under the age of 12. If the child's behavior disturbs Library users or staff, or results in damage to Library property, staff may seek the removal of the adult and child from the Library. The parent or guardian of any minor who willfully causes damage to or destroys Library property may be liable for all damages caused by the minor.
- Use electrical, electronic or mechanical devices only in designated areas.
- Wear clothes appropriately covering their bodies and shoes or other footwear.

## **ALL PERSONS WHO ENTER THE LIBRARY MUST NOT:**

- Attempt to make repairs to Library equipment; please report malfunctions to staff
- Bathe or wash clothing in the restrooms.
- Block or obstruct aisles or public areas.
- Bring animals into Library with the exception of PROPERLY identified Guide dogs, Signal dogs and Service dogs. "Properly identified" means: the dog must be on a leash and tagged as a guide dog, signal dog or service dog by an identification tag issued by the county clerk, animal control department or other agency as authorized by California law. See California Food & Agriculture § 30850 et seq & Civil Code § 54.1, 54.2
- Bring food or uncovered containers of any liquid into the Library.
- Have bodily hygiene that is offensive so as to constitute a nuisance to other persons.
- Interfere with Library employees in the performance of their duties, or threaten or attempt to intimidate Library employees.
- Interfere with use of the Library by other persons; harass or annoy others through noisy or boisterous activities, or behave in a manner which reasonably can be expected to disturb other persons.
- Leave personal property unattended. Personal property that staff determines is continually and/or intentionally abandoned will be removed without any warning.
- Lock or in any way affix their personal belongings to furniture, equipment or facilities. Law enforcement may be called when staff are notified that any personal property is attached to furniture, equipment or facilities.
- Place objects (e.g., heavy briefcases) likely to damage furniture upon any Library furniture or equipment.
- Possess any weapon or destructive device inside the Library unless excepted by statute.
- Rearrange Library furniture.
- Write in, make any mark upon, or deface Library books or other Library property. Any person who intentionally causes damage to or destroys Library books or any other Library materials commits a misdemeanor under California law and is liable for all damages.

### Rules of Conduct Violations

The Director of the Law Library, or the Director's designee, shall have the authority to order the removal of any person from the Library for any violation of these general regulations and rules of conduct. The person removed pursuant to this order shall not enter the building, premises, or grounds of the Library the remainder of the business day or the period of time as may be specified by the Director or the Director's designee in writing.

The Director and the Director's designee shall have the authority to suspend a person's privileges to use the Library for such period of time as s/he determines to be appropriate for violation of any of these general regulations and rules of conduct. Any suspension shall be in writing. A suspension of five days or less shall be final. Any person who re-enters the building during the term of his/her suspension shall be considered a trespasser.

Any person who has been suspended from the Library for a period of six or more days for failure to comply with all the provision of these general regulations and rules of conduct may file an appeal with the Board of Trustees. Such appeal shall be in writing and shall be submitted within 15 days of the date of the order of suspension and shall contain a brief description of the reasons for the appeal and why the suspension should be modified or overturned. The Library Board shall designate a person to serve as hearing officer and to hear the appeal.

Such hearing officer can be a member of the Board or such other person as the Board determines is qualified to hear the appeal. The hearing officer shall conduct the hearing as soon as practicable to ensure a timely resolution of the appeal. The decision of the hearing officer shall be reported to the Board of Trustees, the Director, and the person appealing the decision. The decision of the hearing officer shall be final.